
Directive S2023-05

25 April 2023

Allowance for working parents with young children

(Update No. 2)

Article 1

Preamble

IOCB supports parents with young children who wish to maintain ties with scientific research and their careers. The goal of IOCB is to make it possible for parents to pursue both their family and professional lives. The allowance is intended for employees returning to the workplace from maternity or parental leave before their child reaches four years of age.

The maximum monthly allowance is 17,000 CZK (gross).

Article 2

Conditions for Provision of the Allowance

The parent is entitled to submit a properly filled in application to HR department upon meeting the following conditions:

1. The parent is an employee of IOCB and at the same time a parent caring for a child up to 4 years of age, or has been granted custody of such a child;
2. The parent has filed a written request for taking the maternity or parental leave;
3. The allowance may be provided for each child individually;
4. A child's mother can apply for the allowance when returning to the workplace immediately after the maternity or parental leave. A child's father can apply for the allowance when returning to the workplace immediately after the parental leave of at least 6 months in a row;
5. The allowance can be received only by one of the parents.

HR department will check on the formal requirements of the application and forward it to the director of IOCB for the approval. There is no legal entitlement to the allowance; its granting is always subject to the director's decision.

The allowance is paid out until the child's fourth birthday.

Article 3

Allowance Amount

The amount of each allowance is calculated as follows:

- In case of FTE lower than 50%, eligible applicants are entitled to 340 CZK per month (gross) for every 1% of full-time equivalent (FTE);
- At 50% FTE and higher, the amount of the allowance is 17,000 CZK per month (gross).

Article 4
Payment of the Allowance

The allowance is paid together with the salary for the given month on the pay day stipulated by IOCB internal policies.

Article 5
Final Provisions

This directive comes into effect on 1 April 2023 and replaces Directive S2020-01.

A handwritten signature in blue ink, appearing to read 'Jan Konvalinka', is positioned above the printed name and title.

Prof. RNDr. Jan Konvalinka, PhD.
Institute Director